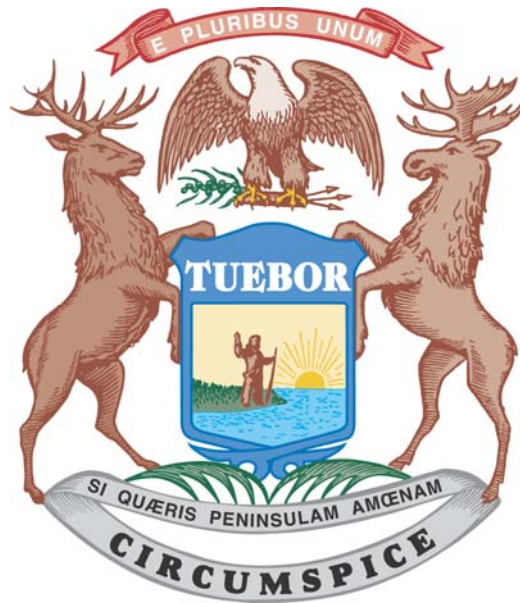


# MICHIGAN

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Department of Treasury  
Tobacco Tax Section  
Addendum – Stamp Inventory  
Adjustments

---



February 2009

## **ACS State and Local Solutions Private Data**

**This document contains proprietary information concerning the design and system requirements of the VISTA/FT processing system. This document and its contents are not to be disclosed to persons other than authorized employees or carriers of the jurisdiction who are reviewing or utilizing this document. This document may not be reproduced or disclosed without the expressed written consent of ACS State and Local Solutions, Inc.**



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## **SECTION 1: EXPLANATION**

## 1.1 INTRODUCTION

In an ongoing effort to improve your experience with the Michigan Tobacco Electronic Filing System recent modifications have been made to method that is used to create inventory adjustments for stamps. This change will affect only the Stamp adjustments that are created, there are no changes for Cigarette or OTP adjustments at this time.

This document should be used in addition to the Michigan Filer User Manual. This document is not all inclusive of the system as it only contains information regarding the recent changes to the stamp inventory adjustment screens and functionality.

The inventory adjustment screen has been formatted to mimic the screen that is currently used by the tobacco community to enter their schedule details.

## 1.2 DEFINITIONS

With the advent of the new screens the user may encounter some items and or descriptions that they are not familiar with. Please use this section to assist in determining the

**Stamp Code** – Mandatory Field – The stamp code is also called the stamp type. The options that are available to the user are:

1A	Standard Roll 20	1B	Standard Pad 20
1C	Standard Pad 25	1D	Standard Pad 1
1I	Indian Roll 20	2I	Indian Pad 20
3I	Indian Pad 25		

**Full Roll/Pad Checkbox** - This checkbox is used to indicate if an entire roll or pad is being adjusted. This is an either or situation, you must choose either Full or Partial. The system will default to the Full Roll/Pad checkbox.

**Partial Roll/Pad Checkbox** – This checkbox is used to indicate if only a portion of a roll or pad is being adjusted. This is an either or situation, you must choose either Full or Partial. The system will default to the Full Roll/Pad checkbox.

**Adjustment Reason** – Mandatory Field – The user must list an option in the adjustment reason box to indicate the reason for returning the stamps. The user can choose to either type in the code or select the reason from the list. The Adjustment Reason options that are available to the user are:

BD	Bad Debt	DG	Damaged Goods
OI	Other Inventory Adjustments	PR	Product Return
RR	Returns from Retailers	SS	Short Shipped
TB	Transfers between Branches	TT	Theft

**Quantity of Rolls/Pads** – This field will contain the quantity of rolls or pads that are being adjusted. The method that this box will be filled is based upon other selections made by the user on the form. For more information regarding this see the section titled “Screen Functionality” .

**Quantity of Stamps** - This field will contain the quantity of stamps that are being adjusted. The method that this box will be filled is based upon other selections made by the user on the form. For more information regarding this see the section titled “Screen Functionality”

**Serial # Not Readable Checkbox** – Optional – There may be times when the user is returning stamps but they are unable to read the serial number that is being returned. This checkbox is provided for this situation. This box should only be used when the serial number is not readable. For more information regarding this see the section titled “Screen Functionality”

**Stamp # Not Readable Checkbox** – Optional – There may be times when the user is returning stamps but they are unable to read the stamp number(s) that is being returned. Stamps that were purchased prior to the October 2008 modifications did not have stamp numbers. This checkbox is provided for these situations. This box should only be used when the stamp number is not readable or unavailable. For more information regarding this see the section titled “Screen Functionality”

**Begin Serial #** - Mandatory (if Serial # Not Readable Checkbox is unmarked) - This represents the beginning roll or pad the affected stamp or stamps are associated with. For more information regarding this see the section titled “Screen Functionality”

**Ending Serial #** - Mandatory (if Serial # Not Readable Checkbox is unmarked) - This represents the ending roll or pad the affected stamp or stamps are associated with. For more information regarding this see the section titled “Screen Functionality”

**Stamp Attribute** – Auto Populate – The attribute field is a description of the stamp. The attribute field was created to help disseminate between old and new stamps. This will be used at any time when Michigan changes the physical appearance (attributes) of their stamps. This field will auto populate based on the serial numbers that are entered. If there is a situation where the serial number that was entered could be either old or new, the field will auto populate with the choice of which attribute should be used. The user would choose from the drop down the correct attribute.

**Beginning Stamp #** - MANDATORY - (if Stamp # Not Readable Checkbox is unmarked) - It is a mandatory field whether full or partial roll is checked. If full roll / pad is checked, this field will automatically contain a 00001. If partial is checked, the user MUST fill in the begin stamp number that they are returning. If the stamps that are being returned are older than Oct 2008, there will not be stamp numbers and therefore no number is required.

**Ending Stamp #** - MANDATORY – (if Stamp # Not Readable Checkbox is unmarked) - It is a mandatory field whether full or partial roll is checked. If full roll / pad is checked, this field will automatically contain a 30000 or 001500 respectively. If partial is checked, the user **MUST** fill in the end stamp number that they are returning. If the stamps that are being returned are older than Oct 2008, there will not be stamp numbers and therefore no number is required.

**Add button** – upon entering the screen this button must be pressed in order to begin entering inventory adjustments. If the user has already entered adjustments and is adding additional adjustments then the add button must be pressed.

**Change button** – this button is used to change an existing adjustment.

**Delete button** – this button is used to delete an existing adjustment. Note: this does not delete ALL adjustments. It will only delete the adjustment that is highlighted in the list portion of the screen.

**Duplicate button** – this button contains similar functionality to the schedule detail screen in the existing Tobacco Tracking system. If the user has several adjustments that have several items in common they can use the duplicate button to quickly enter multiple adjustments.

**Save button** – this button should be used to save the individual adjustments that are entered in the bottom portion of the screen. After each adjustment is entered, pressing the Save button will add the adjustment to the list portion of the screen and allow for entry of another adjustment.

**Submit button** – this button should only be pressed when you are finished entering all of your inventory adjustments. You may enter more than one adjustment at a time.

## **SECTION II: SCREEN WALKTHROUGH**

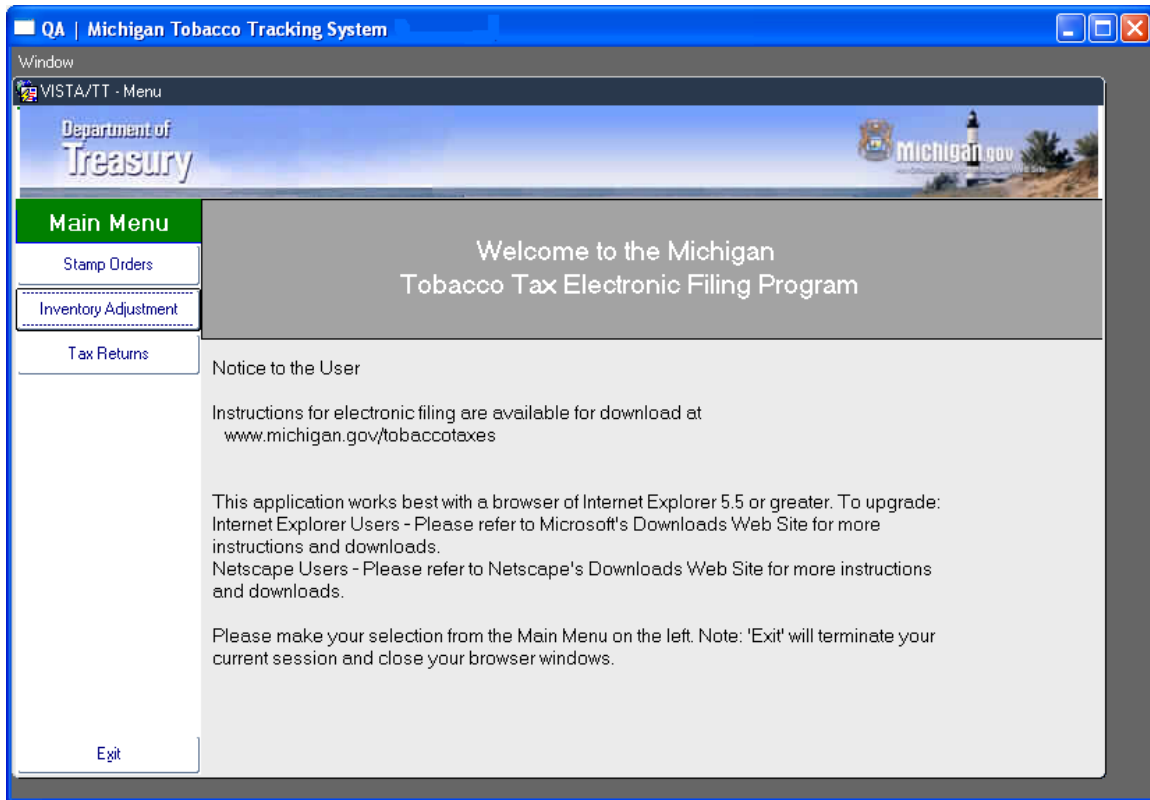


## 2.1 INVENTORY ADJUSTMENTS SCREENS



**Important Note to Users:** The screens contained within this manual have been modified insomuch that all private data has been removed. For this reason, some screens that are shown appear to have ‘blank’ areas. These areas normally contain data, but that data has been removed for the purpose of this document. A list of items that are considered to be private information include but are not limited to: FEIN (Federal Employee Identification Numbers ), License Numbers, Branch Numbers, Company Names.

The method that a user will enter the inventory adjustment screen has not changed. The user will continue to use the login page and then they will be directed to the Main Menu screen. From the Main Menu, the user will press the Inventory Adjustment button.



The inventory adjustment list view has not changed. The user will see all of their previous adjustments. The statuses of the adjustments have not changed. The approval process for adjustments remains the same.

QA | Michigan Tobacco Tracking System

Window

Inventory Adjustment List

Department of Treasury

Michigan.gov

Confirmation Number

[New Inventory Adjustment](#) [Details](#) [Tax Return List](#) [Stamp Order List](#) [Close](#)

[Reset Filters](#)

Confirmation #	FEIN	License	Branch	Request Dt	Requested By	Tot Qty	Type	Status Dt	Status
00047817001				02/04/09	VICINIM1	0	Stamp	02/04/09	In Process
00047816001				02/03/09	VICINIM1	1	Stamp	02/03/09	In Process
00047815001				02/03/09		1	Stamp	02/03/09	In Process
00047813001				02/02/09	VICINIM1	1	Stamp	02/02/09	Pending Approval
00047809001				01/30/09	GALLEGOSE	1	Stamp	01/30/09	In Process
00047804001				01/30/09	VICINIM1	0	Stamp	01/30/09	Cancel
00047798001				01/30/09	MIT00456	0	Stamp	01/30/09	In Process
00047777001				01/27/09	GALLEGOSE	0	Stamp	01/27/09	Cancel
00047776001				01/27/09	MIT00456	0	Stamp	01/27/09	Pending Approval
00046581001				03/14/08	MIT00458	760.6	OTP	03/17/08	Approved
00046580001				03/14/08	MIT00458	102	OTP	03/17/08	Approved
00046579001				03/14/08	MIT00458	736.47	OTP	03/17/08	Approved
00046578001				03/14/08	MIT00458	3207.98	OTP	03/17/08	Approved
00046576001				03/14/08	MIT00458	2.7	OTP	03/17/08	Approved
00046572001				03/14/08	MIT00458	612.98	OTP	03/17/08	Approved
00046568001				03/14/08	MIT00458	123600	Cigarette	03/17/08	Approved

<WEB FILER> -> Inventory Adjustment List

From the adjustment list, if the user selects an adjustment that was created by someone who works for the State of Michigan the user will not be able to make any changes, additions or deletions. The screen shot below shows the screen when an adjustment is chosen that has been created by someone at the State of Michigan. The Access type shows Inquiry and all of the buttons are disabled except for the Close button. This allows the users to view the adjustment only.

QA | Michigan Tobacco Tracking System (MIT00456)

Inventory Adjustment Details

Department of Treasury

Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047816001 Tax: WC Return Type: Seq: Status: In Process Access: Inquiry

Account Branch Adjustment Type Cigarette OTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code	ID	Stamp Attribute	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID
00000	1	30000	00000	1A	Standard-Roll-20	8	Oct 2008 Mods Standard Rol	1	30000	Damaged Goods	VICINIM1

Adjustment Reason: DG DAMAGED GOODS Stamp Code: 1A STANDARD-ROLL-20 Stamp Attribute: 8 OCT 2008 MODS STANDARD ROLL 20

☒ Full Roll / Pad
 ☐ Partial Roll / Pad
 Begin Serial #: 00000 End Serial #: 00000
 ☒ Not Readable
 Begin Stamp #: 1 End Stamp #: 30000
 ☐ Not Readable

Quantity Rolls / Pads: 1 Quantity Stamps: 30000

Notes: Screwed up

Back Save Add Change Duplicate Delete

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

The user can only modify Inventory adjustments that have been created by either themselves or another user id that has been associated to theirs. In the screen below, the user has selected an inventory adjustment that they have created.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment List

Department of Treasury

Confirmation Number:  Go

New Inventory Adjustment Details Tax Return List Stamp Order List Close

Reset Filters

Confirmation #	FEIN	License	Branch	Request Dt	Requested By	Tot Qty	Type	Status Dt	Status
00047817001				02/04/09	VICINIM1	0	Stamp	02/04/09	In Process
00047816001				02/03/09	VICINIM1	1	Stamp	02/03/09	In Process
00047815001				02/03/09	VICINIM1	1	Stamp	02/03/09	In Process
00047813001				02/02/09	VICINIM1	1	Stamp	02/02/09	Pending Approval
00047809001				01/30/09	GALLEGOSE	1	Stamp	01/30/09	In Process
00047804001				01/30/09	VICINIM1	0	Stamp	01/30/09	Cancel
00047798001				01/30/09	MIT00456	0	Stamp	01/30/09	In Process
00047777001				01/27/09	GALLEGOSE	0	Stamp	01/27/09	Cancel
00047776001				01/27/09	MIT00456	0	Stamp	01/27/09	Pending Approval
00046581001				03/14/08	MIT00458	760.6	OTP	03/17/08	Approved
00046580001				03/14/08	MIT00458	102	OTP	03/17/08	Approved
00046579001				03/14/08	MIT00458	736.47	OTP	03/17/08	Approved
00046578001				03/14/08	MIT00458	3207.98	OTP	03/17/08	Approved
00046576001				03/14/08	MIT00458	2.7	OTP	03/17/08	Approved
00046572001				03/14/08	MIT00458	612.98	OTP	03/17/08	Approved
00046568001				03/14/08	MIT00458	123600	Cigarette	03/17/08	Approved

<WEB FILER> -> Inventory Adjustment List

Notice below that they now have Update Access and the buttons are enabled.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/ Pad	Stamp Qty	Adjustment Reason	Last UserID

Adjustment Reason:  Stamp Code:  Stamp Attribute:

☒ Full Roll / Pad ☐ Partial Roll / Pad

Begin Serial #:  End Serial #:  Serial #:  Begin Stamp #:  End Stamp #:  Stamp #:

☐ Not Readable ☐ Not Readable

Quantity Rolls / Pads:  Quantity Stamps:  Notes:

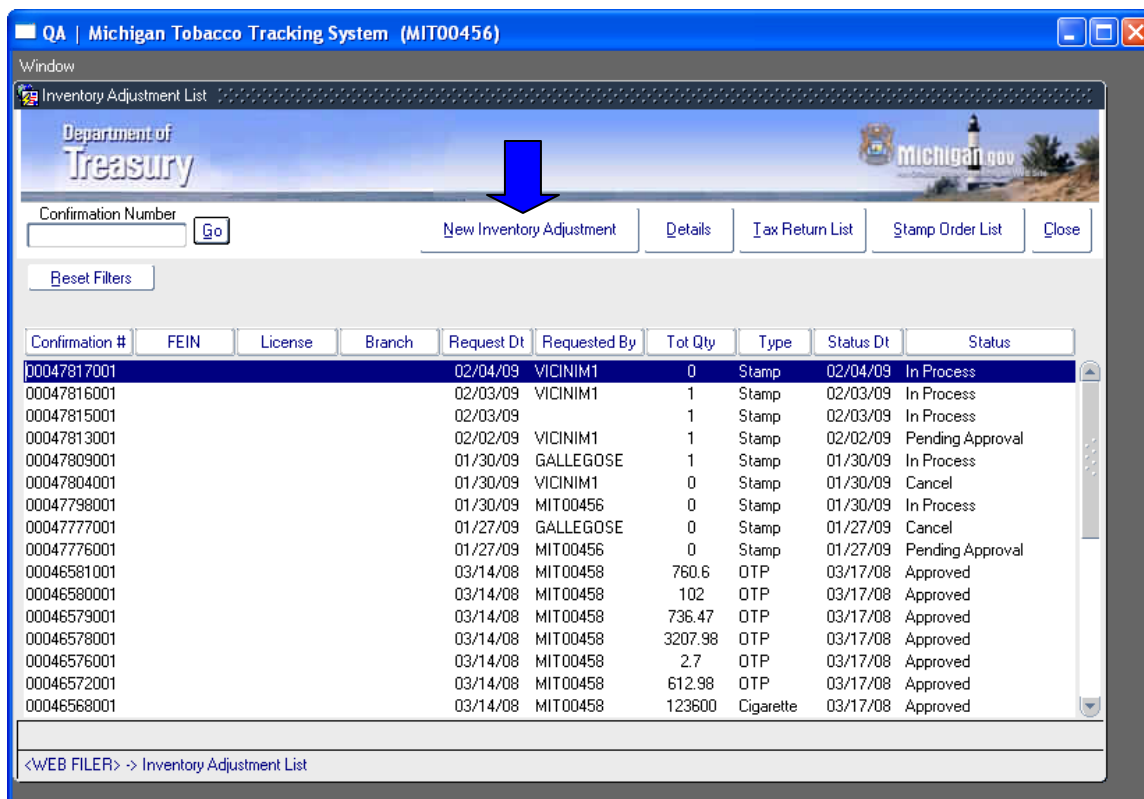
Back Save Add Change Duplicate Delete Submit

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

## 2.2 CREATING A NEW STAMP INVENTORY ADJUSTMENT

### *Step 1 - Press New Inventory Adjustment button.*

To create a new inventory adjustment the user will press the New Inventory Adjustment button from the Inventory Adjustment List.



QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment List

Department of Treasury

Michigan.gov

Confirmation Number

[New Inventory Adjustment](#) [Details](#) [Tax Return List](#) [Stamp Order List](#) [Close](#)

[Reset Filters](#)

Confirmation #	FEIN	License	Branch	Request Dt	Requested By	Tot Qty	Type	Status Dt	Status
00047817001				02/04/09	VICINIM1	0	Stamp	02/04/09	In Process
00047816001				02/03/09	VICINIM1	1	Stamp	02/03/09	In Process
00047815001				02/03/09	VICINIM1	1	Stamp	02/03/09	In Process
00047813001				02/02/09	VICINIM1	1	Stamp	02/02/09	Pending Approval
00047809001				01/30/09	GALLEGOSE	1	Stamp	01/30/09	In Process
00047804001				01/30/09	VICINIM1	0	Stamp	01/30/09	Cancel
00047798001				01/30/09	MIT00456	0	Stamp	01/30/09	In Process
00047777001				01/27/09	GALLEGOSE	0	Stamp	01/27/09	Cancel
00047776001				01/27/09	MIT00456	0	Stamp	01/27/09	Pending Approval
00046581001				03/14/08	MIT00458	760.6	OTP	03/17/08	Approved
00046580001				03/14/08	MIT00458	102	OTP	03/17/08	Approved
00046579001				03/14/08	MIT00458	736.47	OTP	03/17/08	Approved
00046578001				03/14/08	MIT00458	3207.98	OTP	03/17/08	Approved
00046576001				03/14/08	MIT00458	2.7	OTP	03/17/08	Approved
00046572001				03/14/08	MIT00458	612.98	OTP	03/17/08	Approved
00046568001				03/14/08	MIT00458	123600	Cigarette	03/17/08	Approved

<WEB FILER> -> Inventory Adjustment List

### Step 2 - Select Account

The screen will appear completely blank. This has not changed from the way that inventory adjustments are currently created. User will choose the correct account information from the list that is displayed when they click on the arrow. The user will only receive the accounts that are associated to the user id that they are logged in as.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Michigan.gov

Close

Name: FEIN/SSN: License: Branch: MI

Confirmation #: 00047818001 Tax: Return Type: Seq: Status: In Process Access: Add

Account Branch Adjustment Type Cigarette OTP Stamps History

FEIN License Tax Type

Update

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

Account Information

Find %

FEIN	License	Tax	Name
123456789	00055555	WC	TOBACCO & CANDY
123456789	00055555	WC	TOBACCO & CANDY
123456789	00077777	WT	TOBACCO & CANDY
123456789	00077777	WT	TOBACCO & CANDY
123456789	00088888	AT	TOBACCO & CANDY

Find OK Cancel

### Step 3 - Select Branch

The user chooses the appropriate branch for the inventory adjustment. Pressing Next button will take you to the adjustment tab. Choose Stamps then press the Next button to go to Stamp Tab.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY FEIN/SSN: License: Branch: MI

Confirmation #: 00047820001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Branch Name	Branch FEIN	Branch License	Branch Tax	Customer Branch #	System Branch #	Stamping Agent
TOBACCO & CANDY			WC		196	No

Back Next

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY FEIN/SSN: License: Branch: MI

Confirmation #: 00047820001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Adjustment Category

- ☐ Cigarette
- ☒ Stamps
- ☐ OTP

Back Next

**Step 4 - Enter stamp adjustments.**

The stamp tab is the only tab that has been changed. The cigarette and OTP tabs remain the same. New buttons explanations and definitions can be found in section 1.



**Important Note to User:** The Cancel button is used to cancel the entire inventory adjustment that has been created. The Cancel button is different than the Delete button. If you press the Cancel button and you have Inventory Adjustments entered, the entire list of inventory adjustments will be cancelled. The user should use caution when pressing the Cancel button.





**Important Note to User:** An Inventory adjustment cannot be submitted empty. If you have not entered any adjustments and you press the Submit button you will receive the error shown below stating that you have invalid items. You must enter an adjustment before pressing submit. If you enter into the New Adjustment screen accidentally you may press the Cancel button to cancel the adjustment.

**Validation Message**

Invalid Items:

- 1: Invalid Stamp Code.
- 2: Invalid Adjustment Reason.
- 3: Invalid Begin Serial#.
- 4: Invalid End Serial#.
- 5: Quantity of Rolls/Pads
- 6: Quantity of Stamps
- 7: Invalid Stamp Attribute.
- 8: Note Required.

Warnings:  
NONE

Ok

**Inventory Adjustment Details**

Department of Treasury

Submit Cancel Close

Name: MOTOR CITY TO License: 00050009900 Branch: 000500099 W/C MI

Confirmation #: 00047798 Seq: Status: In Process Access: Update

Account	Branch	Begin Serial	Begin Stamp	End Stamp	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID

Adjustment Reason

☐ Full Roll / Pad  
☐ Partial Roll / Pad

Stamp Attribute

Begin Stamp # End Stamp # Stamp # Not Readable

Save Add Change Duplicate Delete Submit

Back Quantity Stamps Notes

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

### Step 5 - Press Add button

The first step in creating an adjustment is to press the Add button. Until this button is pressed the user will not be able to choose any options or enter any information into the bottom portion of the screen

### Step 6 - Select Adjustment Reason

You can choose your adjustment reason from the list that is provided or you may type the adjustment code in manually if you know the code.

The screenshot displays the 'Michigan Tobacco Tracking System (MIT00456)' interface. The main window is titled 'Inventory Adjustment Details' and features the 'Department of Treasury' logo. A modal window titled 'Adjustment Reason' is open, showing a list of codes and descriptions. The 'DG' code for 'Damaged Goods' is selected. The background screen shows fields for Name, Confirmation #, Branch, and various adjustment options like 'Full Roll / Pad' and 'Partial Roll / Pad'.

Code	Description
BD	Bad Debt
DG	Damaged Goods
OI	Other Inventory Adjustments
PR	Product Return
RR	Returns from Retailers
SS	Short Shipped
TB	Transfers between Branches
TT	Theft

### Step 7 - Select Stamp Code

Choose the type of stamp that you are adjusting by either pressing the arrow and receiving the box shown below or by typing in the stamp code. (Example 1A, 1B, 1C, etc )

The screenshot displays the 'Michigan Tobacco Tracking System (MIT00456)' interface. A 'Stamp Code' selection dialog box is open, showing a list of codes and descriptions. The background form is titled 'Inventory Adjustment Details' and includes fields for 'Name: TOBACCO & CANDY CO.', 'Confirmation #: 00047798001', 'Branch: WC MI', and 'Access: Update'. The 'Adjustment Reason' is set to 'DAMAGED GOODS'. The dialog box has a 'Find %' field and a list of codes with descriptions: 1A Standard-Roll-20, 1B Standard-Pad-20, 1C Standard-Pad-25, 1D Standard-Pad-1, 1I Indian-Roll-20, 2I Indian-Pad-20, and 3I Indian-Pad-25. Buttons for 'Find', 'OK', and 'Cancel' are at the bottom of the dialog.

Code	Description
1A	Standard-Roll-20
1B	Standard-Pad-20
1C	Standard-Pad-25
1D	Standard-Pad-1
1I	Indian-Roll-20
2I	Indian-Pad-20
3I	Indian-Pad-25

### Step 8 - Select the Attribute

In October of 2008, Michigan changed the appearance of the stamps that could be ordered by the tobacco community. In order to allow that both old (Pre Oct 2008) and new (After Oct 2008) stamps were able to be adjusted, the stamp attribute was added to the system. Choose the attribute that corresponds with the stamp that is being returned.

QA | Michigan Tobacco Tracking System (MIT00456)

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: Stamp Attributes

Find %

Id	Quick Description	Packet	Shape	Text	Stamp	Eff Date	End Date	Format
1	Original Standard Roll 20	Roll	Square	White	Tan	01/01/2003	09/01/2008	C####
8	Oct 2008 Mods Standard Roll 20	Roll	Square	White	Blue	09/01/2008		C####

Find OK Cancel

Back Submit

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail



The only attributes that will appear in the list are attributes that are associated with the Stamp Code (Stamp Type) that have been selected. Shown in the example above, the user has selected Stamp Code 1A – Standard Roll 20. There are only two attributes that are currently associated to that Stamp Code.

### Step 9 - Choose Full or Partial Roll / Pad

☒ Full Roll / Pad  
☐ Partial Roll / Pad

If you are doing an adjustment and have returned the entire roll or pad, choose Full Roll / Pad here. If you have returned only a portion of the roll or pad, choose Partial here. This will always default to Full.

### Step 10 - Enter Serial Numbers

If the user is able to read the serial numbers they should be entered into the Begin and End Serial # boxes. Note that if you choose Partial Roll / Pad you will NOT be able to enter the End Serial #. If entering Partial the user cannot cross over multiple serial numbers. These adjustments will have to be entered on separate line items.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID

Adjustment Reason: [DG] DAMAGED GOODS Stamp Code: [1A] STANDARD-ROLL-20 Stamp Attribute: [8] OCT 2008 MODS STANDARD ROLL 20

☒ Full Roll / Pad  
☐ Partial Roll / Pad

Begin Serial #: [C1998] End Serial #: [C2001] Serial #: [ ] Not Readable [ ]

Begin Stamp #: [00001] End Stamp #: [30000] Stamp #: [ ] Not Readable [ ]

Quantity Rolls / Pads: [0] Quantity Stamps: [0] Notes: [ ]

Back Submit

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail



If the Full roll or pad is checked and the user enters both Beginning and Ending serial numbers the Quantity of Rolls / Pads will be auto calculated based upon the serial numbers entered.

QA | Michigan Tobacco Tracking System (MIT00456)

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette DTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/ Pad	Stamp Qty	Adjustment Reason	Last UserID
<p>Adjustment Reason: [DG] DAMAGED GOODS Stamp Code: [1A] STANDARD-ROLL-2C Stamp Attribute: [8] OCT 2008 MODS STANDARD ROLL 20</p> <p> <input checked="" type="radio"/> Full Roll / Pad           <input type="radio"/> Partial Roll / Pad           Begin Serial #: [C1998] End Serial #: [C2001] Serial #: [ ] Not Readable           Begin Stamp #: [00001] End Stamp #: [30000] Stamp #: [ ] Not Readable         </p> <p>           Back           Quantity Rolls / Pads: [4]           Quantity Stamps: [120000]           Notes: [ ]           Save Add Change Duplicate Delete Submit         </p>											

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

**Step 11 - Serial # Not Readable**

If the user is unable to read the serial number that is on the stamps that are being returned they can check the checkbox that is labeled Serial # not readable. Based on this checkbox certain items within the form will become enabled or disabled. For more information regarding this see the section titled Screen Functionality.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette QTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID

Adjustment Reason: DG DAMAGED GOODS Stamp Code: 1A STANDARD-ROLL-20 Stamp Attribute: 8 OCT 2008 MODS STANDARD ROLL 20

☒ Full Roll / Pad
 ☐ Partial Roll / Pad
 Begin Serial #: 00000 End Serial #: 00000
 Serial #: ☒ Not Readable
 Begin Stamp #: 00001 End Stamp #: 30000
 Stamp #: ☐ Not Readable

Quantity Rolls / Pads: 4 Quantity Stamps: 120000

Back Notes

Save Add Change Duplicate Delete Submit

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

Serial # Not Readable – Notice that certain fields that are disabled / enabled / prefilled

### Step 12 - Enter Stamp #'s / Quantities

Based on the choices that are made will determine if the user needs to enter quantities of stamps and stamp numbers. In the example below the user has chosen full roll / pad so the Stamp numbers do not need to be entered. The boxes are auto populated with the correct data. The quantities are determined for the user and populated as well.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/ Pad	Stamp Qty	Adjustment Reason	Last UserID

Adjustment Reason: DG DAMAGED GOODS Stamp Code: 1A STANDARD-ROLL-20 Stamp Attribute: 8 OCT 2008 MODS STANDARD ROLL 20

Full Roll / Pad Partial Roll / Pad

Begin Serial #: C1998 End Serial #: C2001 Serial #: Not Readable Begin Stamp #: 00001 End Stamp #: 30000 Stamp #: Not Readable

Quantity Rolls / Pads: 4 Quantity Stamps: 120000 Notes:

Back Submit

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail



### Step 13 - Enter Note

The user must enter a note to indicate why the stamps are being returned. The user should write something that is meaningful to them and the State of Michigan employee.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID
<p>Adjustment Reason: DG DAMAGED GOODS Stamp Code: 1A STANDARD-ROLL-20 Stamp Attribute: 8 OCT 2008 MODS STANDARD ROLL 20</p> <p> <input checked="" type="radio"/> Full Roll / Pad           <input type="radio"/> Partial Roll / Pad           Begin Serial #: C1998 End Serial #: C2001           <input type="checkbox"/> Not Readable           Begin Stamp #: 00001 End Stamp #: 30000           <input type="checkbox"/> Not Readable         </p> <p>           Back Quantity Rolls / Pads: 4 Quantity Stamps: 120000           Notes: These rolls were all damaged during shipment.           Save Add Change Duplicate Delete Submit         </p>											

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

**Step 14 - Press the Save Button**

When the save button is pressed, the inventory adjustment will be saved to the list and the system is now ready to accept another adjustment. The user should press the Add button to do more adjustments or if they are done with adjustments, the Submit button should be pressed.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Submit Cancel Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: In Process Access: Update

Account Branch Adjustment Type Cigarette OTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID
C1998	00001	30000	C2001	1A	Standard-Roll-20	8	Oct 2008 Mods Standard Rol	4	120000	Damaged Goods	MIT00456

Adjustment Reason: DG DAMAGED GOODS Stamp Code: 1A STANDARD-ROLL-20 Stamp Attribute: 8 OCT 2008 MODS STANDARD ROLL 20

Full Roll / Pad Partial Roll / Pad

Begin Serial #: C1998 End Serial #: C2001 Serial #: Not Readable Begin Stamp #: 00001 End Stamp #: 30000 Stamp #: Not Readable

Quantity Rolls / Pads: 4 Quantity Stamps: 120000

Notes: These rolls were all damaged during shipment.

Back Save Add Change Duplicate Delete Submit

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

**Step 15 - Press the Submit Button**

When the submit button is pressed the user no longer has any options other than to close the adjustment. They cannot add, change or delete and they are also not able to press Submit again. This adjustment will go into a Pending Approval status for someone in the Tobacco unit at the State of Michigan to approve.

QA | Michigan Tobacco Tracking System (MIT00456)

Window

Inventory Adjustment Details

Department of Treasury

Close

Name: TOBACCO & CANDY CO FEIN/SSN: License: Branch: WC MI

Confirmation #: 00047798001 Tax: WC Return Type: Seq: Status: Pending Approval Access: Inquiry

Account Branch Adjustment Type Cigarette QTP Stamps

Begin Serial	Begin Stamp	End Stamp	End Serial	Cd	Stamp Code Description	ID	Stamp Attribute Description	Roll/Pad	Stamp Qty	Adjustment Reason	Last UserID
C1998	00001	30000	C2001	1A	Standard-Roll-20	8	Oct 2008 Mods Standard Rol	4	120000	Damaged Goods	MIT00456

Adjustment Reason: DG DAMAGED GOODS Stamp Code: 1A STANDARD-ROLL-20 Stamp Attribute: 8 OCT 2008 MODS STANDARD ROLL 20

☒ Full Roll / Pad
 ☐ Partial Roll / Pad
 Begin Serial #: C1998 End Serial #: C2001
 ☐ Not Readable
 Serial #:
 Begin Stamp #: 00001 End Stamp #: 30000
 ☐ Not Readable
 Stamp #:

Back Quantity Rolls / Pads: 4 Quantity Stamps: 120000

Notes: These rolls were all damaged during shipment.

Save Add Change Duplicate Delete

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

QA | Michigan Tobacco Tracking System (MIT00456)

Inventory Adjustment List

Department of Treasury

Confirmation Number  Go

New Inventory Adjustment Details Tax Return List Stamp Order List Close

Reset Filters

Confirmation #	FEIN	License	Branch	Request Dt	Requested By	Tot Qty	Type	Status Dt	Status
00047955001	381999875	00050009900	000500099	03/08/09	MIT00456	1	Stamp	03/08/09	Approved
00047906001	381999875	00050009900	000500099	02/27/09	MIT00456	1	Stamp	03/03/09	Approved
00047904001	381999875	00050009900	000500099	02/27/09	MIT00456	1	Stamp	03/03/09	Approved
00047903001	381999875	00050009900	000500099	02/27/09	MIT00456	1	Stamp	03/03/09	Approved
00047902001	381999875	00050009900	000500099	02/27/09	MIT00456	3	Stamp	03/03/09	Approved
00047901001	381999875	00050009900	000500099	02/27/09	MIT00456	1	Stamp	03/03/09	Approved
00047899001	381999875	00050009900	000500099	02/25/09	MIT00456	3	Stamp	03/03/09	Approved
00047830001	381999875	00050009900	000500099	02/05/09	MIT00456	2	Stamp	02/05/09	In Process
00047820001	381999875	00050009900	000500099	02/04/09	MIT00456	4	Stamp	03/03/09	Approved
00047819001	381999875	00050009900	000500099	02/04/09	MIT00456	0	Stamp	02/04/09	Cancel
00047798001	381999875	00050009900	000500099	01/30/09	MIT00456	4	Stamp	03/18/09	Pending Approval
00047776001	381999875	00050009900	000500099	01/27/09	MIT00456	0	Stamp	01/27/09	Pending Approval
00029527001	381999875	00040020800	000400208	01/17/07	MIT00456	52.02	OTP	01/18/07	Approved
00013119001	381999875	00040020800	000400208	03/17/06	MIT00456	779.48	OTP	03/17/06	Approved
00005848001	381999875	00050009900	000500099	09/19/05	MIT00456	-12400	Cigarette	09/19/05	Approved
00005846001	381999875	00050009900	000500099	09/19/05	MIT00456	-86320	Cigarette	09/19/05	Approved

<WEB FILER> -> Inventory Adjustment List

## **SECTION III: SCREEN FUNCTIONALITY**

This section will describe the different ways that the system will handle items being checked or unchecked.

### I. Full Roll / Pad – Serial # & Stamp # Not Readable UNCHECKED

- A. Serial # boxes accept input from user
- B. Stamp Numbers will auto calculate based on stamp type/attribute chosen.  
(New Roll = 1 to 30000 | New Pad = 1 to 1500 | Old Roll or Old Pad = zeroes)
- C. Quantity of Rolls/Pads will auto calculate based on serial #'s entered.
- D. Quantity of Stamps will auto calculate based on serial #'s entered.

Adjustment Reason DG DAMAGED GOODS		Stamp Code 1A STANDARD-ROLL-2C		Stamp Attribute 8 OCT 2008 MODS STANDARD ROLL 20		Save
						Add
						Change
						Duplicate
						Delete
						Submit

<input checked="" type="radio"/> Full Roll / Pad	Begin Serial # C1458	End Serial # C1459	Serial # <input type="checkbox"/> Not Readable	Begin Stamp # 00001	End Stamp # 30000	Stamp # <input type="checkbox"/> Not Readable
<input type="radio"/> Partial Roll / Pad						

Back	Quantity Rolls / Pads 2	Quantity Stamps 60000	Notes
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<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

### II. Full Roll/Pad – Serial # & Stamp # Not Readable CHECKED

- A. Serial # boxes auto-filled with zeros.
- B. Stamp # boxes are auto-filled with zeros
- C. Quantity of Rolls/Pads is mandatory and will accept input.
- D. Quantity of Stamps is mandatory and will accept input

Adjustment Reason DG DAMAGED GOODS		Stamp Code 1A STANDARD-ROLL-2C		Stamp Attribute 8 OCT 2008 MODS STANDARD ROLL 20		Save
						Add
						Change
						Duplicate
						Delete
						Submit

<input checked="" type="radio"/> Full Roll / Pad	Begin Serial # 00000	End Serial # 00000	Serial # <input checked="" type="checkbox"/> Not Readable	Begin Stamp # 00000	End Stamp # 00000	Stamp # <input checked="" type="checkbox"/> Not Readable
<input type="radio"/> Partial Roll / Pad						

Back	Quantity Rolls / Pads 1	Quantity Stamps 30000	Notes
------	----------------------------	--------------------------	-------

<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail

### III. **Full Roll/Pad – Serial # Not Readable CHECKED / Stamp # Not Readable UNCHECKED**

- A. Serial # boxes auto-filled with zeros.
- B. Stamp # boxes are auto-filled with zeros or values. (See Important Notice below)
- C. Quantity of Rolls/Pads is mandatory and will accept input.
- D. Quantity of Stamps is mandatory and will accept input

**NOTE**

**Important Notice to User:** Prior to October 2008 stamp numbers did not exist. If the attribute that is chosen does not begin with “OCT 2008 MODS” the Begin and End Stamp Number boxes will auto-fill with zeros.

### IV. **Full Roll/Pad – Serial # Not Readable UNCHECKED / Stamp # Not Readable CHECKED**

- A. Serial # boxes accept are mandatory and will accept input.
- B. Stamp # boxes are auto-filled with zeros or values. (See Important Notice below)
- C. Quantity of Rolls/Pads will auto-calculate based on serial #'s entered.
- D. Quantity of Stamps is mandatory and will accept input

**NOTE**

**Important Notice to User:** Prior to October 2008 stamp numbers did not exist. If the attribute that is chosen does not begin with “OCT 2008 MODS” the Begin and End Stamp Number boxes will auto-fill with zeros.

**V. Partial Roll / Pad – Serial # & Stamp # Not Readable UNCHECKED**

A. Begin Serial # will accept input / End Serial # will auto-populate based on number entered into Begin Serial # box. Partial Roll/Pad does NOT allow for multiple rolls. User cannot enter partials that cross serial numbers.

B. Stamp Numbers will auto fill based on the attribute that is chosen (See Important Notice to users below), however the user can change both numbers based on the actual stamp numbers being adjusted.

C. Quantity of Rolls/Pads will always be 1. User cannot enter partial rolls that cross serial #'s.

D. Quantity of Stamps will auto fill based on the stamp numbers that are entered.

The screenshot shows the 'Inventory Adjustment Detail' form. At the top, 'Adjustment Reason' is 'DG' (DAMAGED GOODS), 'Stamp Code' is '1A' (STANDARD-ROLL-20), and 'Stamp Attribute' is '8' (OCT 2008 MODS STANDARD ROLL 20). Below this, the 'Full Roll / Pad' radio button is unselected, and the 'Partial Roll / Pad' radio button is selected. The 'Begin Serial #' is 'C3365' and the 'End Serial #' is 'C3365'. The 'Serial #' field is empty with a 'Not Readable' checkbox. The 'Begin Stamp #' is '00012' and the 'End Stamp #' is '00020'. The 'Stamp #' field is empty with a 'Not Readable' checkbox. The 'Quantity Rolls / Pads' is '1' and the 'Quantity Stamps' is '9'. The 'Notes' field is empty. On the right side, there are buttons for 'Save', 'Add', 'Change', 'Duplicate', 'Delete', and 'Submit'. At the bottom, there is a breadcrumb trail: '<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail'.



**Important Notice to User:** Prior to October 2008 stamp numbers did not exist. If the attribute that is chosen does not begin with “OCT 2008 MODS” the Begin and End Stamp Number boxes will auto-fill with zeros.

**VI. Partial Roll/Pad – Serial # and Stamp # Not Readable CHECKED**

A. Serial # boxes auto-filled with zeros.

B. Stamp # boxes are auto-filled with zeros.

C. Quantity of Rolls/Pads will always be 1. User cannot enter partial rolls that cross serial #'s

D. Quantity of Stamps is mandatory and will accept input

The screenshot shows the 'Inventory Adjustment Detail' form. At the top, 'Adjustment Reason' is 'DG' (DAMAGED GOODS), 'Stamp Code' is '1A' (STANDARD-ROLL-20), and 'Stamp Attribute' is '8' (OCT 2008 MODS STANDARD ROLL 20). Below this, the 'Full Roll / Pad' radio button is unselected, and the 'Partial Roll / Pad' radio button is selected. The 'Begin Serial #' is '00000' and the 'End Serial #' is '00000'. The 'Serial #' field is empty with a 'Not Readable' checkbox checked. The 'Begin Stamp #' is '00000' and the 'End Stamp #' is '00000'. The 'Stamp #' field is empty with a 'Not Readable' checkbox checked. The 'Quantity Rolls / Pads' is '1' and the 'Quantity Stamps' is '15'. The 'Notes' field is empty. On the right side, there are buttons for 'Save', 'Add', 'Change', 'Duplicate', 'Delete', and 'Submit'. At the bottom, there is a breadcrumb trail: '<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail'.



## VII. **Partial Roll/Pad – Serial # Not Readable CHECKED / Stamp # Not Readable UNCHECKED**

- A. Serial # boxes auto-filled with zeros.
- B. Stamp # boxes are auto-filled with zeros or values. (See Important Notice below). The values that are entered into the boxes are editable. User should change the values to indicate the true stamp #'s that are being adjusted
- C. Quantity of Rolls/Pads will always be 1. User cannot enter partial rolls that cross serial #'s.
- D. Quantity of Stamps is mandatory and will accept input

The screenshot shows the 'Inventory Adjustment Detail' form. At the top, 'Adjustment Reason' is 'DG' (DAMAGED GOODS), 'Stamp Code' is '1A' (STANDARD-ROLL-2C), and 'Stamp Attribute' is '8' (OCT 2008 MODS STANDARD ROLL 20). Below this, the 'Full Roll / Pad' radio button is unselected, and the 'Partial Roll / Pad' radio button is selected. The 'Begin Serial #' and 'End Serial #' fields are both '00000'. The 'Serial #' checkbox is checked, labeled 'Not Readable'. The 'Begin Stamp #' and 'End Stamp #' fields are '00120' and '00125' respectively. The 'Stamp #' checkbox is unchecked, labeled 'Not Readable'. The 'Quantity Rolls / Pads' is '1' and 'Quantity Stamps' is '6'. There is a 'Notes' field. On the right, there are buttons: 'Save', 'Add', 'Change', 'Duplicate', 'Delete', and 'Submit'. At the bottom, there is a breadcrumb trail: '<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail'.

NOTE

**Important Notice to User:** Prior to October 2008 stamp numbers did not exist. If the attribute that is chosen does not begin with “OCT 2008 MODS” the Begin and End Stamp Number boxes will auto-fill with zeros.

## VIII. **Partial Roll/Pad – Serial # Not Readable UNCHECKED / Stamp # Not Readable CHECKED**

- A. Begin Serial # is mandatory and will accept input / End Serial # will auto-populate based on number entered into Begin Serial # box. Partial Roll/Pad does NOT allow for multiple rolls. User cannot enter partials that cross serial numbers.
- B. Stamp # boxes are auto-filled with zeros.
- C. Quantity of Rolls/Pads will always be 1. User cannot enter partial rolls that cross serial #'s.
- D. Quantity of Stamps is mandatory and will accept input

The screenshot shows the 'Inventory Adjustment Detail' form. At the top, 'Adjustment Reason' is 'DG' (DAMAGED GOODS), 'Stamp Code' is '1A' (STANDARD-ROLL-2C), and 'Stamp Attribute' is '8' (OCT 2008 MODS STANDARD ROLL 20). Below this, the 'Full Roll / Pad' radio button is unselected, and the 'Partial Roll / Pad' radio button is selected. The 'Begin Serial #' and 'End Serial #' fields are both 'C8847'. The 'Serial #' checkbox is unchecked, labeled 'Not Readable'. The 'Begin Stamp #' and 'End Stamp #' fields are '00000' and '00000' respectively. The 'Stamp #' checkbox is checked, labeled 'Not Readable'. The 'Quantity Rolls / Pads' is '1' and 'Quantity Stamps' is '1500'. There is a 'Notes' field. On the right, there are buttons: 'Save', 'Add', 'Change', 'Duplicate', 'Delete', and 'Submit'. At the bottom, there is a breadcrumb trail: '<WEB FILER> -> Inventory Adjustment List -> Inventory Adjustment Detail'.